



Payroll Specialist

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Financial Services

Hiring Salary Range: \$36,268.09 - \$50,000.00

Location: Atlanta, GA

Opens: August 19, 2016

Closes: August 29, 2016

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Payroll Specialist



Website: www.gba.ga.gov

Position Overview

Duties: Under general supervision, responsible for the payroll function, related programs and processes. Performs a variety of specialized functions and ensures timely administration, reconciliation, and compliance of all payroll functions. Works with and assists employees, government entities and third-party companies. Interprets organizational policy and government regulations and is responsible for technical support, customer support and problem resolution.

Competencies: Knowledge of Federal, State and agency payroll laws, policies, procedures and processes. Must be detailed oriented; ability to manage and prioritize multiple projects; excellent communication and analytical skills. Ability to analyze and interpret payroll and financial data. Strong problem solving skills with demonstrated competencies in identifying and correcting problems and or discrepancies. Ability to understand the relationship between payroll and financial systems. The ability to organize and prioritize workload to meet deadlines. Strict adherence to confidentiality.

Qualifications (Agency Specific):

Completion of an undergraduate degree from an accredited university or college, One (1) year of professional payroll experience and experience with the PeopleSoft HR System **OR** Five (5) years of professional payroll experience and experience with the PeopleSoft HR System.

Preferred Qualifications (Agency Specific):

Preference will be given to applicants who in addition to meeting the minimum qualifications possess the following:

- Experience with the State of Georgia TeamWorks HCM System

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.

